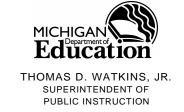


STATE OF MICHIGAN DEPARTMENT OF EDUCATION LANSING



FISCAL YEAR 2005 CHILD AND ADULT CARE FOOD PROGRAM FAMILY DAY CARE HOME SPONSOR MEMO #7

TO: Family Day Care Home Sponsors

FROM: Julie Stark, Supervisor

Child and Adult Care Food Program

DATE: March 8, 2005

SUBJECT: **Provider Review/Visit Forms**

The Interim Rule, Child and Adult Care Food Program: Improving Management and Program Integrity, published September 1, 2004, modified the day care home visit requirements. 7 CFR 226.16 (d) (4) (i-ii) specifies the following minimum review elements:

- CACFP meal pattern
- Licensing
- Participation in, or attendance at, sponsor training
- Meal counts
- Menu and meal records
- Annual updating and content of child enrollment forms
- Corrected problems from previous reviews
- 5 day reconciliation of meal counts with enrollment and attendance records

Due to the popularity of pre-printed and coded menus sponsors must also review the provider's compliance with pre-printed and coded menus during the home visit.

Enclosed is a copy of the meal count reconciliation from our site visit form. Feel free to incorporate into your home visit form or modify to meet your needs.

Also enclosed is current list of minimal standards for home visit forms. Please update your home visit forms to include these changes and submit a copy to this office by May 2, 2005. Sponsors are expected comply with this requirement beginning with the third trimester visits (June 1 – September 30, 2005).

If you have any questions regarding this memorandum, please contact our office.

Enclosures: (2)

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FDCH Sponsor Minimal Standards for Review/Visit Forms

- 1. Name of sponsoring organization
- 2. Visit type
- 3. Date of review
- 4. Arrival time
- 5. Name of provider
- 6. License/Certification number
- 7. Capacity
- 8. License/Certification observed
- 9. Names and birthdates/ages of children present
- 10. Names of children in care before visit
- 11. Names of children expected to arrive
- 12. Number of caregivers present
- 13. Menus up to date?
- 14. Menus are written by provider? If menus are pre-printed and/or coded ask provider for recall of last menu/snack. Does provider's recall match the menu?
- 15. Meal attendance is taken daily or at the point of service?
- 16. Meal attendance up to date?
- 17. Name of meal observed
- 18. Menu
- 19. If applicable, infant menus available?
- 20. Infant menus met requirements?
- 21. Do there appear to be any menu errors? If yes, describe
- 22. Menus provide variety?
- 23. 5 day meal count reconciliation
- 24. Were the problems from previous reviews corrected?
- 25. Child enrollment forms current for each child?
- 26. Corrective action(s) required
- 27. Provider comments
- 28. Reviewer comments
- 29. Caregiver(s) signature(s)
- 30. Reviewer signature
- 31. Departure time

Meal Count Reconciliation

Number of	children observed	d during visit		-
Meal/Snac	k observed \square	es □ No		
	meal/snack does			e visit time? me
☐ chil	t reconciliation ba ld enrollment form ly child care atten	ıs		
	Current plus	s 5 most recent	days claimed (fo	or above meal/snack)
Date*	Number who should be present	Number claimed	Number claimed reasonable?	Comments
*Begin wit	h the current or m	ost recent date	claimed	
-	y discrepancies be			d the number